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AUTHOR Hartman, Don, Comp.; Hutto, Max, Comp.
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ABSTRACT

Guidelines for out-of-school credit in foreign travel through the Foreign Study Program for high school students are presented. This program is offered to high school students in a format that encompasses areas contiguous to all major curriculum courses of the secondary school. The following topics are addressed: (1) program goals and objectives, (2) student requirements, (3) pre-travel meetings, (4) suggested curriculum assignments, (5) suggested post-travel evaluation, and (6) calculation of hours for credit. The section concerning teacher responsibility in planning travel includes the following topics: (1) securing competent travel agencies, (2) information on travel agents, (3) services and charges of travel agencies, (4) transportation and hotel reservations, (5) package tours through travel agencies, (6) group tours through travel agencies, (7) description of facilities, (8) cancellations, (9) charter flights, (10) questions to ask the travel agent, (11) orientation, (12) insurance, (13) travel fees, (14) participation agreement, (15) changes in itinerary and travel fees, (16) terms of student participation, (17) notice to school and board of education, (18) selection of students to travel, (19) what to wear, (20) what to do in case of injury or sickness, and (21) evaluating foreign language programs abroad. (SW)

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ED169754

GUIDELINES FOR OUT-OF-SCHOOL CREDIT IN FOREIGN TRAVEL

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Jefferson County Board Of Education
A-400 Courthouse Building
Birmingham, Alabama 35203
Telephone: 205/325-5222

GUIDELINES
for
OUT-OF-SCHOOL CREDIT
in
FOREIGN TRAVEL

Compiled by: Don Hartman, Foreign Language Consultant
and
Max Hutto, Assistant Supervisor of
Out-Of-School Credit Program

We wish to express appreciation to the foreign language teachers of Jefferson County for their professional input toward the formalization of these guidelines and give special recognition to the Memphis City Schools and to the National Council of State Supervisors of Foreign Languages, all of whom were highly influential in the development of this document through their previous works in the area.

1978

Many educators and parents feel that an added dimension to any educational endeavor is first hand experience. The FOREIGN STUDY PROGRAM offers this opportunity to high school students in a format that encompasses areas contiguous to all major curriculum courses of the secondary school.

The program is comprehensive. It is recognized as a valid educational vehicle throughout the United States; and it provides an economical fee that is generally within the reach of most students.

In addition to the specific areas of concentration that have been identified in the program, fringe benefits include tolerance of societal differences, appreciation of different economic systems, and the opportunity for individual independence.

Recommended amount of luggage to carry

PROPOSAL:

To offer an elective credit program to students through an overseas travel program

GOALS:

To provide opportunity for overseas travel experiences

To provide opportunity for study of languages, local customs, cultures and mores of the countries

To provide opportunity for study of the history and a comparison of the governing systems of each country visited

To provide opportunity for study of the arts in painting, sculptures, architecture and dramatic productions

To provide opportunity for interaction with teenagers and adults in the target country or countries.

OBJECTIVES:

1. To research the orgins and significance of cultural multiformity

2. To recognize the study of culture as the complete manifestation of human behavior--how people feel toward one another and in relation to their environment

3. To appraise the common bonds that serve to synthesize all mankind within cultural diversity

4. To acquire structured and accurate information about global geography and diverse life styles in the area of selected travel

5. To broaden the outlook and experiences of students in related disciplines of interest

6. To encourage the humanities approach in learning about art, history, music, and language from the people within the country visited

STUDENT REQUIREMENTS:

For 1/2 credit, each student will be given a minimum of 75 programmed hours by local teachers under the supervision of a teacher who is certified by the State of Alabama

For 1 full credit, a minimum of 150 programmed hours by local teachers under the supervision of a teacher who is certified by the State of Alabama

Each student will take field trips to places of historical, political, and/or cultural significance in the geographical area

Each student will be given a written test on predetermined subjects that the accompanying teacher or teachers feel would be most beneficial to the student or students

Each student will keep a daily log of all activities while visiting the target country or countries. The accompanying teacher or teachers will set forth standards or specifics on the logs content

Detailed pre-travel orientation meetings and post travel evaluation meetings will be a part of the 75 or 150 hours required for credit. All trip related activities will be held outside of regular school hours at times and places as set forth by the sponsoring teacher or teachers

SUGGESTED GUIDELINES FOR PRE-TRAVEL ORIENTATION MEETINGS:

A. Passport Regulations and Requirements
   1. Visas, tourist cards, proof of citizenship
   2. Lead time for acquiring above

B. Custom Regulations and Requirements
   1. Proof of purchase in U. S. of valuable items such as cameras, jewelry, etc. which otherwise might be subject to duty upon re-entry. (receipt of purchase, receipt notary letter, etc.)
   2. Duty requirements on items purchased abroad

C. Health Regulations and Requirements
   1. International certificate of vaccinations (where required)
   2. Food and water guidelines
   3. Medical emergencies (what to do)
   4. Potential Health Hazards

D. Drug Laws (be emphatic)

E. Cultural and Environmental Differences
   1. Local Custom and Climate
      a. Packing Recommendations
      b. Luggage weight regulations
   2. Electrical Appliances - ill advised
   3. Orientation films, filmstrips, records, etc. (related to places on itinerary)
   4. Foods, Beverages, and Customs involved
   5. Time Differences
   6. Local Laws and Curfews

F. Money Matters
   1. Computation of exchange
   2. Recommendation for spending money
   3. Tipping
   4. Departure taxes

G. Images and Attitudes as Representatives of U. S.
   1. Courtesy and respect toward people of country visiting
   2. Awareness that local laws take precedence over your rights as an American citizen.

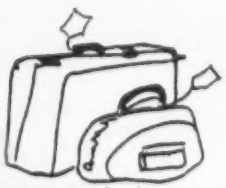
SUGGESTED CURRICULUM ASSIGNMENTS

A. Scrapbooks

B. Diaries or Logs

C. Pictorial Records
   1. Post Cards
   2. Slides
   3. Snap Shots

D. Interviews
   1. Written
   2. Tape Recorded (Battery)



Luggage you actually start out with.

Luggage after three days travel

E. Assigned Readings
   1. Literature
   2. History
   3. Government
   4. Geography
   5. Religion

F. Assigned Papers
   1. Specific interest (customs, buildings, people, geography, etc.)
   2. Country in general
   3. Sports

G. Art Evaluation
   1. Music (all types)
   2. Great Artist and Sculptures
   3. Architecture
   4. Folklore and Dancing

SUGGESTED POST-TRAVEL EVALUATION

A. Discussion Meetings
   1. Written report comparison of before and after
   2. Oral report comparison of before and after
   3. Student evaluation toward improvement of future trips (to be written down and turned in)

B. Sharing of Experiences
   1. Slides
   2. Pictures
   3. Logs and Diaries
   4. Impressions

Sponsoring teacher or teachers will inform parents on all details of the trip in such matters as: the itinerary, addresses and phone numbers of agents and hotels, parental, teacher, and student responsibilities and liabilities.

Accurate records as to the program and requirements (written reports, dates of orientation and post travel meetings, logs,

diaries, etc.) should be kept in order that the foreign language consultant or out-of-school credit consultant may review them if needed in order to verify credit through the Out-of-School Credit Program.

SUGGESTED GUIDELINES FOR CALCULATION OF HOURS FOR CREDIT IN FOREIGN TRAVEL

Required hours for transfer into credit are as follows:

150 hours = 1 unit of credit
75 hours = 1/2 unit of credit

Hours accumulated in preparation for the trip and follow-up activities (upon return) can be counted.

Example for eight-day trip:

Preparation for trip (not during class time)	10 hrs.
Foreign country visitation	60 hrs of scheduled activity
Follow-up activity (not during class time)	5 hrs.
	75 hrs. or 1/2 unit of credit

Everyone on the trip must be made aware of the state guidelines as set forth in "The Approved Criteria for Out-of-School Credit," a copy of which can be obtained from Mr. Max Hutto: 325-5744.

Everyone must be aware that the credit earned is an elective credit and cannot be substituted for required subjects.

Posting of credit for travel on cumulative records will be

identified as out-of-school experiences in Spanish, French German, or Latin enrichment, cultural enlightenment, or any other identification that would explain the area and country the student researched while traveling.

TO THE TEACHER

Travel is generally recognized as an intrinsic part of modern teaching and learning and is therefore recommended. However, your success or failure here reflects on us all. Under no circumstances should your trip come back to haunt your colleagues with a negative image.

When you are taking students on a trip as a part of the out-of-school credit program, the ties back to the school become very real and very direct as to the responsibilities.

The following material is intended to help you make your trip a memorable success. Read it all very carefully. There can be no better protection than careful planning and being sure that both you and your students know in advance exactly what to expect. Very serious effort has been made here to alert you to all pitfalls and give you realistic and practical guidelines and requirements. Simply stated, the goal of this document is to make your

trip a highlight in your career as a teacher and a cherished experience for your students pungent with the educational value that only travel can give.

TEACHER RESPONSIBILITY IN PLANNING FOREIGN TRAVEL FOR STUDENTS

CONTACT THE APPROPRIATE PEOPLE AND ADVISE THEM OF YOUR PLANS

The person to contact for participation in the out-of-school credit program is Mr. Max Hutto, Assistant Supervisor of Out-Of-School Credit Program, 325-5744. If you are a foreign language teacher, also contact Mr. Don Hartman, Foreign Language Consultant, 325-5602. If your trip requires time from the classroom, board approval is required and should be sought through Dr. John McCain's office: 325-5604. All of the above named persons have their office in the JefCoEd Annex, 801 6th Avenue South.

Also remember to keep your principal briefed as plans progress.

FIND A COMPETENT TRAVEL AGENCY

It is usually a good idea to check with other teachers and associates to determine their experience with travel agents with whom they have dealt. When in doubt, call the Better Business Bureau for a factual report about the reputation

of an agent with whom you intend to deal before making up your mind.

As in any industry, there is a small minority of agents who will take advantage of the unwary or uninformed consumer.

WHO IS A TRAVEL AGENT?

A competent travel agent is not merely a ticket seller. He is a specialist whose experience and know-how enable him to counsel you on how to travel and budget wisely.

Most travel agents are appointed by transportation carriers, after approval by the conferences to which the carriers belong, to issue tickets and officially represent the carriers. To receive such an appointment, the travel agent must be able to show financial responsibility and a thorough knowledge of the travel field. Among such conferences are: Air Traffic Conference of America (ATC); International Air Transport Association (IAPSC); Trans Atlantic Passenger Steamship Conference (TAPSC); Trans Pacific Passenger Conference (TPPC); Rail Travel Promotion Agency (RTPA). There are, however, some travel agents who do not hold carrier appointments either because they are just starting out in business or because they handle only certain specialized services which do not

require such appointments.

As is the case of responsible elements in any industry, travel agents, as a matter of course, subscribe and adhere to voluntary industry codes of ethics.

WHAT THE TRAVEL AGENT DOES

Here are some of the ways in which the travel agent serves his clients:

1. Arranges transportation - air, steamship, cruises, bus, rail, and car rentals abroad.
2. Prepare individual itineraries, personally-escorted tours and group tours and sells prepared package tours.
3. Arranges for hotels, motels, resort accommodations, meals, sightseeing, transfers of passengers and luggage between terminals and hotels, and special features such as music festivals and theatre tickets.
4. Handles and advises on the many details involved in modern day travel, e.g. - travel and baggage insurance, language study material, travelers checks, foreign currency exchange, documentary requirements (visas and passports), and health requirements (immunization and other innoculations).
5. Uses professional know-how and experience, e.g. - has schedules of train connections, rates of hotels, their quality, whether rooms have baths, whether their rates include local taxes and gratuities. All of this is information on which the traveler can spend days or weeks of endless phone calls, letters and visits to secure, and still may not get it right.
6. Arranges reservations for special-interest activities such as religious pilgrimages, conventions and business travel, gourmet tours and sporting trips.

MAJOR SERVICES AND CHARGES

An important part of the travel agent's payment for services he renders to his client comes from commissions he receives from transportation carriers, and usually from hotels. If the service rendered is simply that of procuring a transportation ticket or making a single hotel reservation, there is usually no additional charge to the customer. He gets the convenience of having his transportation or reservation arranged for him at no additional cost, and the travel agent is reimbursed for his time and effort through commissions which he received from the carrier or hotel.

Contrary to popular belief, a travel agent's income is not, however, derived solely from commissions. More complicated travel services - especially prearranged tours and independent itineraries - practically always require a charge for the travel agent's services. As agent, considering the cost of office overhead - trained personnel, rent, phone calls, cables and telegrams - would find it impossible, as would most service organizations, to remain in business if he did not charge the traveler for more complicated travel services.

Below are listed the principal services offered by travel

agents and the kind of charges, if any which these entail:

A. TRANSPORTATION

1. Air and Steamship Reservations - Should the traveler require no more than a transportation ticket, there is no agency fee. The agent in this case is compensated by the commission from the carrier, and the air or steamship ticket is the same price whether the traveler deals with the carrier or through a travel agent.

2. Rail and Pullman Tickets - In the case of rail and pullman tickets, the traveler may usually expect to pay a nominal fee - travel agents generally receive no commission from the railroad.

B. HOTEL RESERVATIONS

1. Should the traveler require a resort hotel reservation, there is usually no agency charge to the client.

2. Should the traveler require a single hotel reservation at his first arrival city in connection with a transportation ticket secured by the travel agent, there is usually no agency charge.

3. Should the traveler require multiple hotel reservations there will normally be a charge. Again, contrary to public belief, there are some hotels and pensions throughout the world which do not pay a commission to a travel agent.

C. PACKAGE TOURS

A package tour is a prearranged tour designed to fit the requirements of a wide variety of travelers. The diversity of these prepackaged tours is reflected in the great variety of the packages offered.

Package tours may be either escorted or unescorted. They are advertised in brochures, which contain the cost, terms and conditions of the offered package. The responsibilities of both the tour operator and the traveler - what happens if you cancel, if you wish to stay longer or leave earlier, if you have last minute changes in your itinerary both before you leave and en route, what is the amount of the deposit - should be fully understood by the traveler. If you are not clear on any point, ask the agent.

An escorted tour involves the assistance of an experienced tour director traveling with the group who handles all basic details - hotel reservations, transportation, sightseeing, baggage, customs, language interpretation where necessary, etc. He is responsible for maintaining the overall schedule of the tour. By and large, escorted tours are "all-inclusive," that is, expenses are predetermined except for personal shopping, personal tipping (basic tips are usually included), optional activities, and sometimes meals in major metropolitian cities.

Unescorted package tours are more flexible. They enable the traveler to purchase a prearranged package with transportation, transfers, sightseeing, hotel accommodations, and usually some meals, according to the custom of the

country, but he does not travel with a group led by a tour director. Sightseeing excursions may or may not be pre-arranged. The predeterminded cost allows the traveler to budget most of his expenses in advance.

The basic advantage of a package tour is convenience. Also, since the package is arranged by a specialist who buys in large volume, his suppliers - the hotels, sight-seeing companies and others - are anxious to please him by providing high-quality service for those who have bought the package.

A major source of consumer complaint to the Better Business Bureau in the travel field, and one which has harassed the travel agent is the matter of the total cost of the component parts as opposed to the total cost of the package. It is unrealistic for the traveler to assume that the travel agent will offer his time, service and professional experience without being compensated. It should be recognized, if the traveler were to add up the total cost of the component parts of the package he would usually find that the price of the package as advertised in the brochure is higher. However, since package tours are arranged for large numbers of people, there may be instances where the cost is actually less than if the individual made his own

separate arrangements, including the various services provided en route.

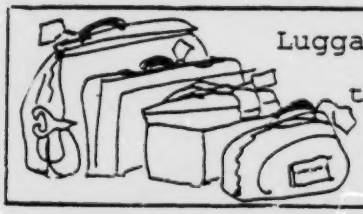
The package tour is usually assembled by a wholesaler, who has arranged the tour, paid for advertising cost, visited and signed contracts with facilities, and printed the brochure. The travel agent receives his commission from the wholesaler whose charge is included in the advertised price. Whether the traveler buys directly from the wholesaler or through the agent, the cost as printed in the brochure is the same.

D. GROUP TOURS

A group tour is a number of people traveling together who are members of a club, business organization, or other affiliated group who have pooled their purchasing power to realize savings, particularly on transportation. Group travel offers the individual some of the same advantages as a quantity discount price. The requirements and regulations as to who may qualify for reduced group transportation rates are subject to change and should be checked with your travel agent.

The itinerary is planned exclusively for the specific group. The emphasis of the group tour may be cultural,

religious, or just plain fun, according to the interest of the group.



Luggage at end of the first week

DESCRIPTION OF FACILITIES

The Better Business Bureau has found that another major area of complaint is the traveler's dissatisfaction of disappointment with accommodations especially in some foreign countries. A first class hotel abroad may be the best hotel and indeed the first class hotel of that area. By the traveler's standards, however, it may not measure up to his concept of a first class hotel. Not only may first class hotels differ from area to area and country to country but the accommodations within the hotel in a given area may vary from superior, standard, to minimum. Be sure to ascertain from the travel agent just what first class or second class means in each city or country to be visited. It may entail two in a room, may not include private bath or other facilities, may vary in size, and may differ in dinning accommodations. The class of transportation, too, varies, and some tours which have been featured in advertising as "first class" actually provide "economy" flights or second-class accommodations.

CANCELLATIONS

Another source of serious complaint to the BBB is the

amount of money deducted from deposits in the event of cancellation by the traveler. Much of this is attributable to failure by the traveler to read the cancellation provisions of the agreement.

In the event of cancellation of reservations of hotel, air, steamship, rail and pullman, which have been made in your behalf, the amount of the refund and/or cancellation fee depends on the policy set forth by the hotel or the carrier, and the terms and conditions set forth by the travel agent.

Travelers should always ascertain what the cancellation policy is at the time of making reservations. Also be aware that regulations and laws governing such matters are subject to change and revisions.

CHARTER FLIGHTS

Charter flights have been a major area of disappointment to the public and a source of serious complaint to the Bureau. This is something attributable to the deceptive and fraudulent practices of some charter flight promoters. You should recognize the so-called travel arrangers for flights are not travel agents.

The public should be alert to the fact that some charter flights never materialize. The assumption that a sufficient

number of people will actually commit themselves to make the flight economically possible is unfortunately sometimes a miscalculation which ultimately results in cancellation of the charter. Futhermore, the initial per person price of a charter seat is subject to change depending on the final number of participants in the flight. A person whose plans call for travel within a given period should be sure to find out when he will receive a definite commitment that the flight is scheduled to go and what the final price will be.

In order to participate in a charter flight, government regulations require that you must have been a bona fide member of a bona fide organization for at least six months before the charter flight for you and members of your family to qualify. Violation of this provision may jeopardize your participation in the flight.

Read the charter provisions carefully and determine your right to a refund if the flight is cancelled. Find out your right to a refund if you decide not to take the flight and ascertain the time limit by which you must notify the chartering organization of your cancellation in order to receive a refund. Find out what airline is scheduled to carry the flight and call the airline for confirmation.

If there is any question as to whether the airline is certified for charter flights by the Civil Aeronautics Board, contact the CAB or the BBB. The Bureau may also have information about the promoter or chartering organization.

QUESTIONS TO ASK YOUR TRAVEL AGENT (as suggested by Eric Friedheim, Editor and Publisher, The Travel Agent magazine)

The simplest and best way is to ask teachers and friends to recommend agents they have used and liked. Then, visit and ask these questions:

1. "Where have you, yourself, traveled?" (A good agent travels a lot. But you cannot expect him to have traveled everywhere. If he or other members of his firm have first-hand knowledge of the principal tourist areas, that is good. If one of them has been exactly where you want to go, that is even better for you).

2. "Will you please explain your policy on fees and cancellation charges?" (The point in asking this question is not to find someone who offers big special deals and discounts. In fact, you should be wary of such offers. All you want to know is will the agent gladly discuss fees with you in advance. The good ones will).

3. "To what carrier conferences are you accredited?" ("Carriers" are means of transportation, like airlines. If the agent is accredited to the International Air Transport Association and/or the Air Traffic Conference, for example, that means his firm has financial and professional qualifications).

4. "Are you a member of the American Society of Travel Agents?" (This can be a plus, although a number of highly reputable and experienced

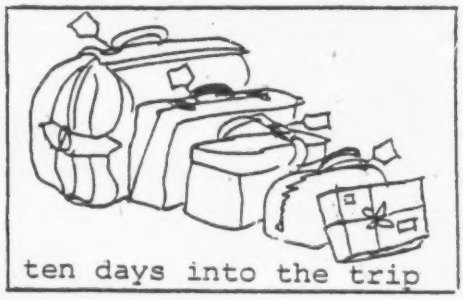
agents do not belong. ASTA requires at least three years experience in business and appointment by at least two major transportation conferences for full membership).

5. "Are you a Certified Travel Counselor?" (Again, this is a plus, but <u>not</u> a requirement. For CTC is a relatively new program supported by the travel industry to foster high professional standards, and its membership does not yet include all who can qualify).

TEACHER RESPONSIBILITY IN PLANNING FOREIGN TRAVEL FOR STUDENTS

IENTATION

A. Make application and contracts
B. Develop list for related reading material
C. Contact and utilize staff personnel of travel agency and airlines
   1. Packing
   2. Proper clothing
   3. Passports
   4. Guide regarding health
   5. Money matters
   6. Local customs
   7. Shopping hints


ten days into the trip

D. Domestic transportation to and from home

SURANCE

ur home policy and school insurance will probably not ver you while in a foreign country. You need to have swers to such questions.

ch student or participant should carry adequate sickness, cident, and medical insurance. Baggage loss protection

insurance and charter fare insurance are recommended. You may have your own insurance or have the travel agency you are contracted with design a special insurance package to cover all these elements.

TRAVEL FEES

In most cases travel fees do not include:

A. Passport fee
B. Visa fees where applicable
C. Immunizations
D. Medical examination
E. Beverages with lunches and dinners
F. Laundry
G. Charges for excess baggage over 44 pounds
H. Transportation from student's home to U.S. point of departure
I. Insurance, and other items of a personal nature

Travel fees should include:

A. Round-trip transoceanic jet transportation from the point of departure. Motor coach, train or air transportation for inter-continental travel
B. Lodging in selected student accommodations
C. Meals each day and spelled out clearly which, if not all
D. Field trips, entrance fees to museums and opera or concert tickets as shown on your final itinerary
E. Transfers between airports, terminals, and lodgings
F. Gratuities and lodging service charges
G. Professional supervision by teacher and overseas adult educators
H. Airport taxes

PARTICIPATION AGREEMENT

The travel agency is responsible to the participants in

making arrangements for all services and accommodations.

By signing the application, in most cases, the participant, parents or guardians, if the participant is a minor, releases the travel agency, its officers or employees, from any and all claims of any nature whatsoever from any injury, loss, damage, cost, accident, delay, irregularity or expense arising out of the performance or operation of the travel agency. The agency will be responsible if such claims arise out of negligence or fault of said agency, its officers, or employees in the scope of their employment.

The travel agency and teachers shall have full authority to take whatever action deemed necessary for the purpose of safeguarding the health and safety of the participant, including whatever action is necessary to secure medical treatment for the student at his expense or the return of the student to the United States at his expense for medical treatment. Forms to be notorized which give full authority to the teacher to act in locō-parentis are available upon request from the Jefferson County Foreign Language Consultant.

CHANGES IN ITINERARY AND TRAVEL FEES

Teacher should be aware and guard against any agency that

makes adjustments in travel fees for the program prior to departure in order to meet unanticipated contingencies, including any change in transportation cost, program cost, or exchange rates. In the event of any substantial change in a program, or any increase in travel fees, any student participant shall have the right to withdraw from the program prior to departure and to have all payments refunded in full. If the program is canceled by the travel agency, all payments must be refunded in full.

TERMS OF STUDENT PARTICIPATION

These Terms of Student Participation are an integral part of each student's participation in a Foreign Travel Program and the student, or the parents or guardians, if the participant is a minor, must agree to be governed by these terms.

The teacher and agency should have definite simple guidelines which are established to maintain the best possible atmosphere for everyone. Any serious infraction of rules and the participant may be sent home at his own expense. Any misconduct is grounds for disciplinary action.

The use or possession of marijuana or hallucinogenic drugs is not permitted. Drug possession or use is

grounds for immediate dismissal, and it cannot be over-stressed that in the case of any serious misconduct you are subject to the law of the country you are in and that American law will have no bearing. Beyond this, teachers and students should work out the policies for the group so that everyone may make every moment count.

NOTICE

Teachers who are planning trips that overlap with school time must have board approval. In short, effort should be made to avoid such overlap; but in the event such should occur, a request accompanied by sound rationalization and plans for the make up of school work lost will afford your request a realistic consideration.

It is recommended that there be one certified teacher for every ten students when traveling. The teachers' primary duties in the travel program are to insure the health and welfare of their students.

The teachers who are planning foreign travel programs should be very selective with their students. It is recommended that the teachers allow only those students mature enough to benefit from the program to submit an application. The advantages of personally selecting the

students who will accompany you are numerous. Teachers should meet with the students prior to departure in order to prepare for the trip, and enable the students to become a compatible "travel group."

ORGANIZING A GROUP

The most successful approach to forming a group is to discuss the program directly with the students' parents once the student has indicated an interest in the program. This can be done by phoning the parents or sending to them a short letter with the information that you are holding a general meeting for those interested in the program.

It must be clearly understood that high school credit can be earned through the Out-Of-School Experience Program; however, this does not mean that the Board of Education endorses any one travel agency or foreign travel program.

Pressure must not be placed on students at any time to travel. Copies of the notarized locō-parentis forms should be placed in the school office prior to a foreign trip. You will want to take the originals with you.

PRIOR TO APPROVAL

1. Be cognizant of the fact that you are the center

of attraction - for the school system, the school, the community, the principal, other teachers, parents, and students. Your performance must be beyond reproach.

2. Everyone must be aware of all financial arrangements that are involved in the trip, cost to parents and students, accounting procedures, etc.

Luggage at end of two weeks travel

What to Tell Them to Wear and Not Wear

In most countries, especially the European ones, you can dress about the same as here at home, provided your taste runs along the lines of the establishment standards. Patched and ragged jeans are definitely out.

It may help the beginning traveler to better understand wardrobe planning for travel if he is made aware that clothing in other parts of the world is often equated with the social and economic class of the individual. In some cases in lesser developed areas of the world, the quality or speed of service that you will get is determined by the waiter's snap judgement, based on your appearance, as to where you fit in society, and not on the order in which you get in line or arrived at the table.

There are almost as many attitudes about what is appropriate to wear in a church as there are churches; however, there are some dependable generalizations. Shorts and halters are not permitted in a church, temple, or mosque, as well as on the streets of most cities throughout the world. (Russians take the same attitude about Lenin's tomb.) Girls wearing short skirts are often turned away, and a priest or nun's definition of "short" may be more conservative than yours.

Bathing suits, shorts and halters are only appropriate at the beaches.

When going out after six, the man should always wear a coat and tie. Sport shirts are out for theatres and are even out in the early afternoon in many restaurants.

Slacks for the ladies are acceptable only in the larger more cosmopolitian cities, but even there be cautious! What the local people are wearing can be a good clue.

If you are going to the Holy Land, you must be extremely cautious. In Jerusalem, signs warn against sleeveless garments, short skirts and slacks. Shorts and halters would be unthinkable, even dangerous.

All of the Arab world is of the same school of thought. In Saudi Arabia, ladies will keep their arms and ankles covered in public. Violators of this rule will answer to no less an authority than the King.

Long hair is tricky. In general, it is ill advised. Reaction ranges from, "who cares", to a hair cut by immigration officials at the Blantyre airport in Malawi. Again, their definition of reasonable length may vary drastically from yours.

Good thick socks are strongly advised for reasons other than comfort. Shoes are forbidden in all Moslem Mosques, in many temples, and in many oriental homes. When in India and Burma, watch out when visiting temple courtyards where sacred cows frequent. Remember you will be barefooted there, too.

For men in Catholic churches, it is hats off; in Jewish temples, it is hats on. A scarf as a head cover in Catholic churches is appropriate for the ladies, but not univerally applied.

Good general rules are simple. When in doubt; don't. Always remember that it is <u>you</u> who are the foreigner and guest.

It would be wise to ask your travel agent if there are any strict dress rules that he is aware of, in the country you are about to visit. Such knowledge in advance could save you embarassment, and in some cases, maybe even real trouble!

What to Tell Them When They Ask:
What if I Get Sick or Hurt?

The answer depends to a great extent on where you are. It is advisable to have medical coverage planned before you go. Any good travel agent can provide you with all sorts of insurance coverage that is good for the duration of the trip and that can be structured to cover anything from lost luggage to burial at sea. This would be of particular value in West Germany where medical cost are high.

If you are in England, emergency treatment is free. Just go to the hospital. However, the British will not treat an ailment you had before you arrived without charging you.

On the continent most good hotel managers know where you can locate a good doctor. If you prefer English speaking doctors and the hotel personnel does not know of any, simply call the nearest U.S. consulate. It is part of their business to know where English speaking doctors can be found.

A medical directory listing over 500 English speaking doctors all over the world can be purchased before you go. If you are so inclined, call the Foreign Language Consultant, Don Hartman, at 325-5601 for details about this and other health information sources available to you at minimal cost.

The International Association for Medical Assistance to Travelers offers a free directory. Just write to:

I.A.M.A.T.
Empire State Building
350 Fifth Avenue, Suite 5620
New York, NY 10001

Names of medications vary, and for simple things in countries where English is not spoken it is probably best to anticipate the need. Carry aspirin, antacid pills and diarrhea medicine with you. If you require any special medication, be sure you have enough with you and a clearly written perscription to identify it with customs officers if necessary.

TRAVELER'S DIARRHEA

It is suppose to always happen to the other fellow and be funny when it does. But it is not always the other fellow, and it is never funny. In fact, neglected cases allowed to go to extreme have been known to be fatal.

Any change of environment, even within your own country, can result in traveler's diarrhea, or as it is satirically referred to south of the Rio Grande: Montezuma's revenge.

The best cure is prevention, but even the most careful traveler will sooner or later get caught, and the wise traveler will know what to do.

Some current studies shed new light on the causes and management of this common tourist affliction. People normally have coliform bacteria in the digestive tract to which they are fully adjusted. When we travel to another area the local bacteria is a little different, but just enough to upset us. Of course, in certain circumstances "traveler's diarrhea" may be caused by other infecting organisms such as amoeba or typhoid and paratyphoid, for example.

Abdominal cramps, chills, fever and diarrhea are symptoms which demand attention. But what to do, particularly in a foreign setting and no familiar doctor? Most

hotels have a house doctor that they will recommend. In the meantime, avoid antibiotics until a qualified physican has first taken appropriate stool and blood tests. Antibiotics may actually aggravate some diarrheal illnesses, while inappropriate administration may mask a smoldering infection. You may feel better while ameba are silently building their permanent defenses in the digestive tract or liver. Some antibiotics still prescribed abroad have caused serious eye problems.

"Lomotil" is a fine product for relief from the symptoms, but there is now evidence that it "bottles up" the infection, particularly if it happens to be a serious one. Kaopectate may be less potent, but safer. All good travelers carry it with them.

The best treatment at present is that recommended by the Center for Disease Control. All you need is two water glasses and some simple ingredients which are readily available almost anywhere in the world.

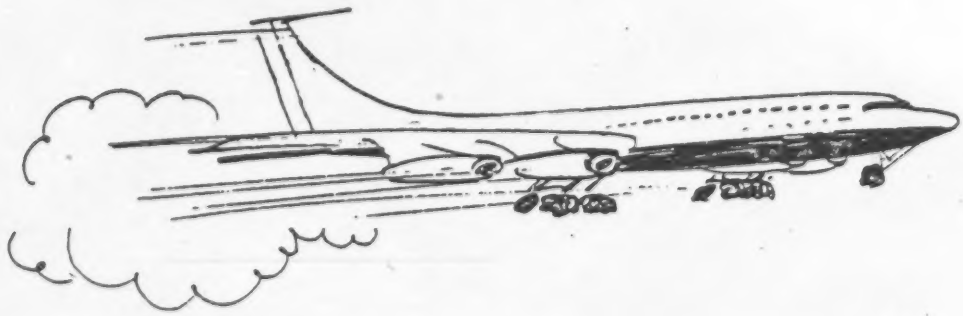
Glass Number 1

Orange, apple or other juice (you may squeeze fresh fruit)	8 ounces
(rich in potassium)	
Honey or corn syrup	½ teaspoon
(glucose necessary for absorption of essential salts)	
Salt, table	1 pinch
(rich in sodium and chloride)	

Glass Number 2

Water (Carbonated or boiled)	8 ounces
Soda, Baking (sodium bicarbonate)	½ teaspoon

Drink alternately from each glass. Supplement with carbonated beverages or water, and tea made with boiled or carbonated water as desired. Avoid solid foods and milk until recovery. With the exception of milk, be sure to take in plenty of fluids to avoid dehydration.



GUIDELINES FOR EVALUATION FOREIGN LANGUAGE PROGRAMS ABROAD FOR HIGH SCHOOL STUDENTS: A REAPPRAISAL

by the

NATIONAL COUNCIL OF STATE SUPERVISORS OF FOREIGN LANGUAGE

1971

Criteria for the evaluation of study/travel abroad programs for high school students of foreign languages was approved in 1966 by the National Council of State Supervisors of Foreign Languages. Since then new developments have occurred which necessitate revision of the original criteria. New emphases in areas of the overseas programs require a re-examination of previous positions. The Council hopes that the reappraisal of criteria will be of assistance to school district administrators, teachers, parents, and high school students who are faced with decisions involving programs abroad.

It is not the intention of these guidelines to deter parents and students from participating in overseas foreign language programs but to make them selective in the choice of such a program. With the great number and variety of opportunities for high school students to travel and study abroad today, it becomes increasingly important for the potential traveler to select the best for his money.

The National Council therefore suggests the following

Guidelines for Evaluating Foreign Language Programs Abroad for High School Students:

1. Selection of Students

A. Screening

Does the sponsoring agency screen the student as to his maturity, chacter, and health? Who determines that a student can profit from such an overseas experience? Are letters of recommendation from a student's teacher, counselor, or dean required with the application. Is a medical examination required before the student is accepted?

B. Language ability

Has the student ever studied the foreign language? If the student has never studied the language before, will he be able to enter classes for beginners in the foreign country? Is it an economical use of a student's time for him to apply when he has never studied the particular foreign language?

C. Age grouping

Will high school students be mixed with college students and adults in housing, in classroom work, and in recreational activities? Will

high school students be in competition with older people?

II. Recruitment of Group Leaders (chaperones, counselors)

A. Screening

Does the sponsoring agency screen those who are applying for the position of group leader, chaperone, or counselor, or is any adult accepted who recruits a certain number of students? How is a group leader required to substantiate that he possesses good character and is in good health? How is it determined that the adult has the ability to lead, counsel and chaperone high school students in a foreign environment?

B. Payment of group leader

Is the hiring of the group leader for the overseas assignment based upon his qualifications, or is he selected because of his skill in recruiting a certain number of high school students?

C. Ethics

Are teachers adhering to ethics in student recruitment? The teacher's professional relationships with students should always be above reproach.

Luggage at end of three weeks travel

D. Language ability and travel experience

Does the group leader, chaperone, or counselor serving in the overseas program possess a command of the foreign language? Has he ever been to the foreign country? For how long? How recently? Under what circumstances?

III. Operations of Sponsoring Agency

A. Travel and fees

Does the application blank clearly specify what is covered by the total payment and what is not? Are the items listed for which the student will be expected to pay extra?

B. Financial condition of the sponsoring agency

Is the sponsoring agency on a sound financial basis? Will students be stranded overseas as a result of poor financial management of the sponsor?

*See National Education Association's " Code of Ethics of the Education Profession, " adopted July, 1968. Principle I., 6.: "In fulfilling his obligation to the student, the educator shall not use professional relationships with students for private advantage."

C. Payment procedures

Is the deadline for full payment required more than

three weeks in advance? How late may cancellation be made without a penalty? Does the sponsoring agency require an application fee which is non-refundable? Is the amount of the fee excessive? Is the total cost of the travel/study program in line with the fees of other sponsoring agencies?

D. Insurance

Is the student required to carry accident, health and luggage insurance? Are students who are cover - ed under their parent's policies required to take additional insurance? Students should have insurance protection before leaving on an overseas program.

E. Advertising claims

Are the advertising brochures accurate in describing the accommodations for students? Answers can be obtained from students or group leaders who have previously participated in the program. Does the sponsoring agency guarantee that credit will be given to students who participate in the travel/study program? Credit is normally granted only by the registrar's office in the student's own high school.

IV. Academic Program

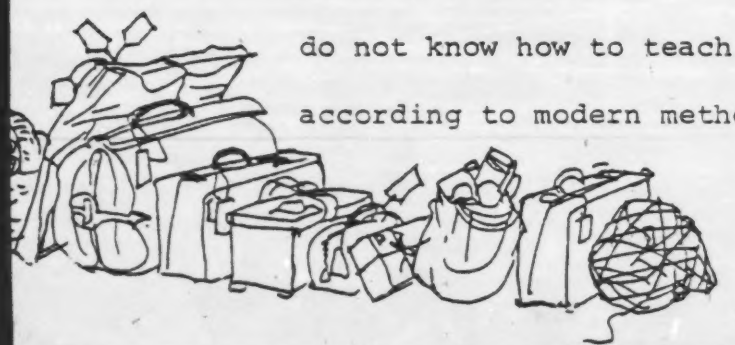
A. Orientation of the student

Are the objectives of the travel/study program made

clear before the student enrolls? Does the program include an orientation course for the student prior to departure for the foreign country?

B. Planning and staffing

Is the program a cooperative effort between a local educational agency (foreign language association, school district, school, etc.) and a sponsoring agency, or is the entire program handled by the sponsoring agency? When the sponsoring agency is responsible for obtaining overseas facilities only and the co-sponsoring local educational group is responsible for overseas curriculum and staffing, greater local control of the total educational program is possible. How are staff members selected? What qualifies a person to teach American high school students in an overseas program? Native speakers do not necessarily make the best teachers, but students should have some exposure in classrooms to them. Foreign college professors are not necessarily the best choice since they often do not know how to teach American teenagers according to modern methods.



Traveler's theory: Luggage when left unobserved grows and multiplies in the night.

C. Authority for the overseas academic program

Does the sponsoring agency delegate its authority for the academic program to a foreign school, college or university and hence surrender its control of the quality of the instruction?

D. Grouping and size of classes

Is placement into classes determined exclusively by a written test when objectives state that conversation is one of the main objectives of the academic program? What will the size of the classes be? Does the academic program provide for beginning, intermediate, and advanced classes? Are students other than Americans also enrolled in the language classes? Are college students enrolled in classes for high school students? Are all students, regardless of their fluency in the language, placed in the same group?

E. Course content

Are topics of instruction at the interest and maturity level of high school students? Do the instructional materials used by the students relate to their language ability?

F. Extent of the course

Is sufficient time for classroom instruction

provided in the foreign language program? Is daily instructions provided? Are field trips and special events related to classroom instruction, or are they added as pure entertainment? Does the student use the foreign language outside as well as inside the classroom?

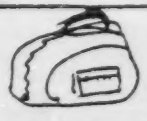
G. Evaluation

Are pre- and post-instruction tests used to measure what the student has learned? How are the quality and quantity of student learning determined? How is progress in the skills of listening-comprehension and speaking determined?

V. Housing and Recreation Time

A. Student housing

How far is the students' housing from the classroom? Where is the housing of the chaperones in relation to their student groups? How is it possible for a male group leader to chaperone the girls in his group who are housed in a girls' dormitory? The same question may be asked about female group leaders who are supposed to supervise boys who are housed in a boys' dormitory.



All other luggage misdirected to Poland; must make do with this for tne next three days.

Are the students housed in dormitories or with families? How are the families chosen?

B. Medical staff

What medical services are provided at the overseas campus? Does the sponsoring agency charge students for any of the medical services? Are the medical services available at all times?

C. Free time and chaperonage

How "free" can an American high school student abroad be permitted to be? At what times during the travel/study program will the high school student be on his own (no chaperone)? Blocks of free time for students with little or no supervision present dangers. Does the sponsoring agency assume responsibilities for the student during periods of free time.

D. Meals

What are the quality and quantity of the food served? Must the student supplement his inadequate meals with food which he must purchase? Are the meals served in a private dining room, a public cafeteria, or a restaurant?

Supervisors of foreign languages in state departments of education can provide additional suggestions for ways of

evaluating programs abroad; they stand ready to help. It is the hope of the Council that the above questions and information will be of assistance to all those who contemplate enrolling in a travel/study foreign language program.

Permission is given to reprint this position paper in part or in its entirety. Credit should be given to the National Council of State Supervisors of Foreign Language.

Your luggage which caught up with you in Oslo, plus all the stuff you thought you just had to buy to make do until the other arrived.

IN CONCLUSION

If in doubt, check the reputation of the travel agent with the Better Business Bureau Inc., City Federal Building: 323-6127.

Be as specific as possible in telling your travel agent what your requirements and budget are.

Remember there is a charge involved for certain services provided by travel agents.

Make sure you understand the terms and conditions of your agreement, especially cancellation provisions.

Sightseeing tours differ in extent and detail - establish if it is a half-day or full-day tour or just a "drive-in"; also if admission charges are included.

Obtain information from your travel agent regarding wardrobe needs, foreign currency exchange, passports, etc.

Get a full description of facilities - hotel accommodations, meals, etc. from the travel agent.

See that vouchers and tickets match the itinerary you purchased.

Remember that a charter flight may never materialize-investigate throughly before you pay.

As a final point of importance;

Highly valuable, additional information on travel is available in the Jefferson County, foreign language teachers' handbook, a copy of which is assigned to all Jefferson County foreign language teachers.

See section III starting on page 24 through 59.
Here you will find the customs laws, currencies, entry into O.A.S. member states, and miscellaneous hints discussed in great detail.

Luggage back in New York, minus one piece still in Warsaw and minus the Fruit basket confiscated by the U.S. Department of Agriculture plus the extra bags you bought while your other luggage was lost, plus a strange piece you don't recognize but which the customs officer insisted was yours.